Engineer of Record RFP Committee Meeting Minutes

Monday March 5. 2012 Manistee County Blacker Airport Airport Conference Room

Committee Members Present:

Chairman Duane Anderson,

Robert Wilson and Ross Spencer

Members Absent:

None

Others Present:

Barry Lind, Airport Director

The meeting was called to order by Chairman Anderson at 1:00 PM.

The Committee was provided with information from the FAA Central Region Airports Division, AIP Sponsor Guide – Section 300, pages 300-1 through 300-17, dated 12/30/2011 for their review. Page 300-10 provided a suggested format for sponsors to use in placing an RFP (requests for proposals) advertisement to solicit proposals from engineering firms.

Barry Lind will prepare and submit a RFP document based on the FAA's suggested format. This will be place in appropriate publications with a deadline for responses of April 13, 2010. The Engineer of Record RFP Committee will then meet to review and evaluate the proposals and select those firms to be interviewed.

The Committee has scheduled their next meeting for April 2, 2012 at 1:00PM in the Authority Conference Room. This meeting will be to establish a rating form to be used in evaluating the proposals.

The Committee was also directed to explore what future legal representation will be required for the airport. One of the concerns is the possibility of a conflict of interest for George Saylor III, should the airport be at odds with the City of Manistee. The Committee identified three possible paths that could be followed:

 Have the current Authority Attorney's firm arrange for the services of another attorney firm with expertise in aviation legal matters, when needed.

- 2. The Authority seeks the services of a second attorney firm with expertise in aviation legal matters.
- 3. The Authority employs an attorney firm that specializes in aviation legal matters.

The Committee concluded that we need the services of our current attorney to help us sort through the options and come to a reasonable conclusion that we can then recommended to the Authority.

The meeting was adjourned 2:15 PM.

Respectfully Submitted

Ross M. Spencer, Committee Member